



# Washington State Criminal Justice Training Commission

## ACADEMY HOUSING RULES

Commission housing is provided as a service to agencies who sponsor employees who qualify for lodging while attending Commission-sponsored training. Commission housing is intended to provide a safe, clean, professional environment for participants. A primary function of the Commission housing atmosphere is to provide the opportunity for study, learning, and a successful training experience.

Commission housing facility and the conduct of the participants should reflect the professionalism and dignity of the sponsoring agency, the Training Commission, and the criminal justice profession. Each participant is expected to contribute positively to this environment by adhering fully to the Commission housing rules.

1. Only current Academy participants and authorized personnel will reside in the Commission housing.
2. **No room assignment change will be permitted without prior written authorization.**
3. Please do not post items on any wall, window, or door.
4. Please polish shoes and belts outside the building. Do not use spray polish on the sidewalks.
5. Due to fire code regulations, please use only electrical appliances such as coffee pots or microwaves in the kitchen area.
6. Residents are required to keep housing areas clean at all times. Clothing and personal items will be placed in the room closet or cabinets. Personal items must be arranged neatly. Beds **must** be made. **(The Commission reserves the right to enter rooms at random and conduct inspections at its discretion.)**
7. Live-in participants should report, in writing, any damage or missing items. Please include the item, damage, or reason for malfunction if known. Reports are to be turned in no later than the next training day.
8. Visitors (those not assigned to Commission housing) are permitted in the common areas only **until 9:00 p.m. Sunday through Thursday, and until 11:00 p.m. on Friday and Saturday.** Visitors are required to use the rest rooms located off the main lobby. Visitors are not permitted in any of the dormitory "pods"/sleeping areas.

## **Housing Rules**

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9. Participant co-visitation is allowed **until 10:00 p.m. Sunday through Thursday, and until 11:00 p.m. Friday and Saturday.**
10. Live-in participants are prohibited from engaging in loud or boisterous behavior that disturbs, annoys, or causes an inconvenience to any other person. "Quiet hours" will be observed between 8:00 p.m. and 6:30 a.m. Sunday through Thursday, and between 11:00 p.m., and 9:00 a.m. on Friday and Saturday.
11. Alcohol and controlled substances are not permitted anywhere within Commission dormitories or on Commission premises. Prescription medications are permitted only when kept in the original container from the pharmacy.
12. Smoking is prohibited in Commission housing. Smoking is permitted outside Commission housing in designated areas. Participants are required to use the available ash can to extinguish and dispose of cigarettes. Smokeless tobacco is also prohibited in dormitory housing.
13. Firearms and ammunition are prohibited anywhere within Commission housing or grounds unless locked in a secure gun cabinet that is specifically provided by the Commission for this purpose. Under no circumstances are firearms permitted in living units. Participants are not permitted to possess firearms or ammunition anywhere on Commission premises unless advance permission has been obtained in writing from the Division Manager.
14. Please park motor vehicles in designated parking areas. The Training Commission is not responsible for any theft or damage to vehicles.

CJTC Staff will be present for check-in/check-out. Individual students and/or their agency will be responsible for missing items or damage beyond normal wear and tear. All participants of a room will share financial responsibility if investigations cannot attribute the responsibility to a specific individual or individuals.

Please maintain a clean area. Please leave any location as clean as when you arrived.